**Shefali Sharma**

**Mobile No: - 9891880641,7042300666**

**Email: - shefalisharma1222@gmail.com**

**Correspondence address: -** Saket, New Delhi- 110062

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| **CAREER OBJECTIVE** |

To be part of a progressive organization that gives the scope to enhance my knowledge and skills for the growth of the organization and helps in my professional growth in the field of HR.

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| **EDUCATION / ACADEMICS** |

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| **Educational Qualification** | **University/College/School** | **Year** | **Percentage**  |
| **PGDM** | New Delhi Institute Of Management | 2013-2015 | 69 |
| **B.TECH(CSE)** | SUSWEC(Punjab Technical University) | 2008-2012 | 77 |
| **Higher Secondary** | Bhartiya Vidya Mandir School(CBSE) | 2008 | 75 |
| **Secondary** | Bhartiya Vidya Mandir School(CBSE) | 2006 | 76 |

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| **WORK EXPERIENCE:** |

**Mindworks Talent Management Pvt Ltd: July 2015- Present**

(Associate Consultant)

Mindworks is a leading talent management firm with a focus on providing world class recruitment solutions. We specialize in serving knowledge intensive industries i.e. consulting, business and financial research, investment banking, private equity, analytics and knowledge outsourcing.

**KEY ROLES:**

* Conducting ‘end-to-end' recruitment and independently handling client mandates and ensure delivery/ closure against these
* Understanding client mandate
* Sourcing candidate CV's
* Screening & short listing candidates based on criterion
* Sharing candidate feedback and interacting with client
* Co-coordinating entire process (interviews/ negotiations etc) to ensure offer/ closure
* Giving interviewing preparation sessions.

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|  **PROJECTS UNDERTAKEN:** |

* **INTERNSHIP (2 Months):** Worked as HR Generalist at Stellar Edge Solutions Pvt. Ltd.

**KEY ROLES:**

* Recruitment and Selection
* Training Process for Deloitte and Abbott
* Performance Management
* Supervised and Organized Online Exams of SBI Bank and NASSCOM
* **LIVE PROJECT (1 Week):** Live Cum CSR Project at Bosconet
* Rebranding of Bosconet
* Framing Corporate Strategies
* Designing Logo, Website, Presentation and Brochures

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| **CO-CURRICULAR / EXTRA-CURRICULAR ACTIVITIES** |

* Member of HR Club at NDIM
* Participation in various cultural events

CoRe Competencies

* Flexibility to learn
* Team player
* Ability to organize and co-ordinate activities
* Good communication skills

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| **PERSONAL INFORMATION** |

**Date of Birth** : 22-08-1990

**Nationality** : Indian

**Gender**  : Female

**Marital Status** : Single

**Languages Known** : English, Hindi,Punjabi

**Permanent Address** : Ludhiana, Punjab- 141001